



CITY OF CORNING Building Permit FAQ's

The Main purpose of the Code Enforcement Office is to enforce the New York State Uniform Fire Prevention and Building Code. This is mandated by the State. This means enforcing rules and regulations with regards to the construction and alteration of buildings and structures within the City of Corning.

This task takes up the majority of what the staff does day to day.

The process begins with informal meetings of staff with the public to discuss their proposed projects. Then the applicant prepares and submits detailed plans with an application for a building permit. Those plans, especially the commercial projects undergo an extensive plan review by staff, this process can take 2 weeks or more depending on the complexity of the project. This plan review takes so long because staff needs to verify that the design and construction of the building will be in compliance with the New York State Code. Staff also review the plans with the designer and discuss any changes that need to be made in the design.

Once the plans are approved a building permit can be issued. The applicant or contractor come in to the office and sign and pay for the building permit. It is discussed with the applicant and the contractors what inspections need to take place prior, during and after construction.

The Building permits inspections are the main tasks that staff do day to day.

When is a building permit required?

The City of Corning is responsible for enforcement of the City of Corning Code and the New York State Uniform Fire Prevention and Building Code. Section § 76-11 of the City of Corning Code requires a building permit for all work which must conform to the Uniform Code. If you are unsure if your project requires a building permit, contact the Code Enforcement Office at 607-962-0340 extension 4.

How do I get a building permit?

The following is a description of the steps required to obtain a permit:

1. Fill out a Permit Application.
2. Submit a copy of the contract or description of work.
3. Submit plans to include (including, but not limited to)
 - site/plot plan,
 - floor plan with location of plumbing and electrical fixtures,
 - elevations,
 - electrical, plumbing and HVAC plans,
 - cross sections of structural walls with details of materials and fasteners,
 - floor, wall and roof framing plan,
 - and energy calculation (when new structures or additions are air conditioned).
4. Sign the application.
5. Submit your permit application and stamped plans.
6. After all reviews have been signed off and approved, please pay the permit fee at the cashier and the permit will issued.

Where do I get a permit?

We are located on the second floor of City Hall, 1 Civic Center Plaza, Corning NY 14830.

Why get a permit?

It's the law! A permit brings you the service of Building Department Plans Reviewers and Inspectors who are experts in their field. In addition to giving advice, they approve each phase of your project, checking to see that the work is done in accordance with the code and the approved plans.

Working without a permit is illegal and can result in fines and cause problems if and when you sell your house.

What happens if I have been cited for beginning construction prior to obtaining a permit?

In most cases, if the construction conforms to code and your plans are acceptable, you will be charged a double permit fee and the permit will be issued and appropriate inspections will be made. If the construction does not conform to code, you have two options: Construction must be brought into compliance or construction must be removed. If the construction is not permitted under any circumstances, then it must be removed.

What are the penalties?

Unless otherwise stated herein, the penalty for failure to comply with a lawful order of the Code Enforcement Officer shall be not less than \$500 and not more than \$1,000 per offense per day.

The penalty for failure to obtain a building permit prior to commencement of any work shall be deemed a violation and any person or entity and/or agents thereof found guilty of this violation shall be subject to a fine as described below:

- (1) First offense within a twelve-month period: a fine of not less than \$200.
- (2) Second offense within a twelve-month period: a fine of not less than \$750.
- (3) Third offense within a twelve-month period: a fine of not less than \$1,000.
- (4) Fourth and subsequent offenses within a twelve-month period: a fine of not less than 2,000 per offense.

How long does it take to get a permit?

Permits applications and plans are processed between 8:00 a.m. and 4:30 p.m. as time allows Monday through Friday. Depending on the size and scope of the project a permit could be issued immediately during normal office hours or for larger, or more complex projects it can take several weeks for the initial plan review to take place.

How will I know when I need inspections?

Inspections depend on what is involved in the project. Simply stated, an inspection is required prior to covering up any part of the construction.

Typical inspections include but are not limited to;

- Site Inspection / Project layout
- Foundation inspections before and after pouring concrete
- Concrete reinforcement
- Floor, wall and roof framing
- Wall, floor and roof sheathing inspections
- Window, glazing and door inspections
- Rough electrical inspections prior to covering
- Rough plumbing inspections prior to covering
- HVAC and mechanical system inspections
- Fire Protection system inspections
- Insulation inspections
- Wall and floor covering inspections
- Final electrical and final Plumbing inspections
- Final Inspection

How and when are inspections performed?

Inspections are performed from 9:00 a.m. to 4:00 p.m., Monday through Friday. Your plans and permit must be at the construction site and the address properly posted and visible from the street. The job to be inspected must be accessible. The hours to call for an inspection are from 8:00 a.m. to 4:30 p.m. Monday through Friday. To request an inspection, please call: (607) 962-0340, extension 4.

Do I need insurance for anyone helping me with the construction?

It is the owner's responsibility to obtain insurance for all contractors on the job. Check with your insurance agent. Your homeowner's policy may provide coverage or you may need a rider to your policy to cover your liability. Contractors are required by State Law to carry Workers' Compensation Insurance if they have one or more employees or are acting as a general contractor.

For how long is a building permit valid?

A building permit is valid provided that work has started within 6 months of its issuance, and is valid for 12 months.

Can I draw my own plans?

Plans and specifications shall bear the signature of the person responsible for the design and drawings, and where required by §7202, §7209 and §7302, as amended, of Articles 145 or 147 of the Education Law of the State of New York, the seal of a licensed architect or a licensed professional engineer. The Code Enforcement Officer and other enforcement officials may waive the requirements for filing plans and specifications for minor construction.

Get to know your Contractor**Are there any early warning signs that I may be dealing with an unscrupulous contractor?**

Yes. Early warning signs could include:

- A large down payment is requested before work begins.
- Many requests for money during early phases of construction.
- A verbal contract only, as person is not willing to put all terms in writing.
- You are asked to make your check payable to an individual's name or asked to make payment in cash or to make the check payable to "cash."
- The contractor suggests doing the work without permits or asks you, as the homeowner, to obtain the permit.

What should I do before making a final payment to the contractor?

The contractor should provide to you proof that all final inspections have been approved by the Building Department or provide a Certificate of Completion or Occupancy issued by the Building Department. If you want to verify that all inspection approvals have been obtained, you may call the Permit Records Section at 962-0340 Ext: 4

Additionally, you should request final release of liens from any individuals or firms who have provided labor, material or supplies, especially those who have sent you a "Notice to Owner" letter.